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Defense RDT&E Online System (DROLS) Retrieval Reference Guide

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13. ABSTRACT *(Maximum 200 words)*

The Retrieval Reference Guide is intended for Defense RDT&E Online System (DROLS) operators. The guide provides an overview of sign on procedures, system commands, field identification codes, and examples of search strategies and display formats for the Technical Reports and Work Unit Databases. The use of Boolean operators and search options are also addressed. Included in this guide are references and phone numbers for Registration, Reference and Retrieval, Network Services, and other DROLS related branches of the Defense Technical Information Center (DTIC). This guide is intended to be used in conjuction with the DROLS Handbook.

14. SUBJECT TERMS
* Information Retrieval, Training, Defense RDT&E Online System (DROLS), Retrieval Reference Guide

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FOREWORD

This retrieval reference guide is intended for operators of the Defense RDT&E Online System (DROLS). The guide lists the system procedures and commands, and the field description codes associated with each of DTIC's research and development databases.

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DROLS RETRIEVAL REFERENCE GUIDE

Availability

DROLS is active weekdays from 5:30 am until 9:30 pm EST, except Wedensdays when the system is active 8:00 am until 9:30 pm EST. There is no service, unless announced, on evenings, weekends, or Federal holidays.

Help

Assistance is available from the following offices:

Area code 703 - if calling DSN, use 427 as the prefix

* ***NETWORK SERVICES BRANCH*** 767-8224
DROLS training, search strategy assistance, problem solving
Email Address: training@dtic.mil

* ***TECHNICAL CONTROL OFFICE*** 767-6000
Telecommunications support, connect problems

VOICE RECORDING ON DROLS STATUS 767-6733

* ***REFERENCE SERVICES***
General information, document identification, document ordering (excluding limited documents) 767-8274
Document complaints and inquiries 767-8274
Bibliographies on demand 767-8274
Email Addresses:
Bibliographies: bibs@dtic.mil
Document Ordering: msorders@dtic.mil

* ***REGISTRATION***
User codes and deposit accounts, forms, brochures, changes to registration status 767-8273
Ordering of limited documents 767-8271
DROLS registration 767-8272
Email Addresses:
DTIC and DROLS registration: reghelp@dtic.mil

ADP SECURITY (DASC-N) 767-3037

** Can be reached toll free: 1-800-225-3842.*

Databases — Abbreviation

New Accessions ..... NA
Most recent cycle of TR accessions

Current Technical Reports ..... CF
Holding file for technical reports not yet fully cataloged

Technical Reports ..... TR

Work Unit Information Summaries ..... WU

Sign On Procedure

Dial-Up Tymnet *(OCONUS only)*	Dial-Up Direct	Dedicated
step 1 R2stinfo	$$son sign on code	$$son sign on code
step 2 drolstym	sgnona/password/deposit acct	sgnons/site id
step 3 $$son sign on code	site id	site id
step 4 sgnona/password/deposit acct		
step 5 terminal id	terminal id	terminal id

NOTE: Terminal ID and Site ID are the same thing.

Sign Off Procedure

Dial-Up Unclassified		Dedicated & Dial-Up Classified		
step 1	@term@	*step 1*	@dsl@	
step 2	$$soff		w	**(security log must**
		step 2	@term@	**be printed)**
		step 3	$$soff	

Operating Instructions

Abbreviated commands direct the functions to be performed by DROLS. Commands must be preceded and followed by the @ symbol. For a complete review of DROLS functions, consult the DROLS Handbook.

Functions

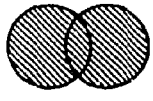
Accession Date - This function refers to the date the document was added to the database. An accession date range must be specified in each search statement unless the default range meets the search requirements.

Accession Date Matrix

File Names	Automatic Default	Optional
TR	10 years	2, 5, All, Spans
NA	All	Spans
CF	All	Spans
WUIS	All	Spans

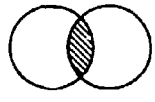
Boolean Logic- Use to show the relationship among search terms.

OR retrieves all records that contain at least one of the search terms, or does not need to be specified between terms.



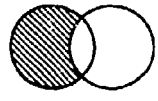
A OR **B**

AND retrieves records that contain all of the search terms, acts as a limiter.



A AND **B**

NOT eliminates a search term or group of search terms, **not** can only be used on the last search level.



A NOT **B**

Search Options

SEARCH OPTION	FILE NAMES			TIPS
	TR/NA	CF	WU	
$ Hierarchy	Thesaurus Source Code	Source Code	Thesaurus Source Code	300 Terms Dial-Up 525 Terms Dedicated
% Truncation	ALL	ALL	ALL	Except ?56
* Weighted	Thesaurus Identifiers Open Ended Terms	N/A	N/A	Reduces finds about 30%
?NN Role Code	ALL	ALL	N/A	Pack together after ?NN
AA= Mnemonics	N/A	N/A	ALL	Pack together after AA=

NOTE: See DROLS Handbook, Chapter 2, for a review of each search option.

Search - This function is used to retrieve records from the inverted file of the database being searched. Search construction is vertical, with one term or term phrase per line. Search terms or term phrases may be composed, for example, of subjects, author name, title, report number, or contract number. (See the database field identification codes for a complete listing of all search fields beginning on page 11.)

TR Search Example

```
@str@
$computers
and
$medicine
$medical personnel
not
?58s
?58c
?58r
end
```

WUIS Search Example

```
@swu@
$infrared equipment
and
rd=8906-9312
not
ecc=u
end
```

*NOTE: **end** must occupy the last line of the search strategy. In the TR example, by not specifying accession date range, the TR default of 10 years is employed. In the WUIS example, the default accession range is for all years.*

Recall - This function is used to recall/redisplay the last search question, search statistics, qualification question, or qualification statistics.

List - This function is used to list the accession numbers of records in the search results, qualification results or user file.

Display - This function is used to display records in the search results, qualification results, or user file. Standard or custom formats may be used.

To build the display, choose a format – standard or custom, enter the terminator **end**, and specify the display command mode.

Example:

```
@dsr@
1f
end
y
```

Standard Display Formats

Technical Reports	Work Units
1F All display fields (TR, NA, CF)	1F All fields
2F Cataloging data & index terms (TR, NA)	2F Title & index terms
3F Abstract, classification & limitation fields (TR, NA)	3F Narrative & classification fields
4F Corporate author & limitation fields (TR, NA)	4F Fiscal data
6F Title, index terms & abstract (TR, NA)	5F Status & organizational fields
7F Cataloging data & limitation fields (TR, NA)	6F Narrative data & index terms

Custom display formats may be constructed using field identification codes. (See page 11 for TR, page 15 for WUIS.)

TR Search Example	WUIS Search Example
@dsr@	@dsr@
6	ti
5	pa
10	ra
11	rd
end	end
y	y

Display command mode choices are **y** for item by item display; **c** for continuous display; **w** for a continuous display for printing; **x** for a continuous display for downloading.

This function is also used to display information on order status, system status, and index terms in the inverted file.

Sort - This function is used to rearrange the search results, qualification results or the user file contents for display purposes using specified data fields and a sort sequence designator.

Sort Sequence Designators	Example: Sort by date	
AEND - Ascending	TR	WUIS
DEND - Descending	@sosr@	@sosr@
	11	rd
	dend	dend

NOTE: See TR and WUIS field identification codes for the sort code for date.

Order - This function is used to order off-line bibliographies and indexes from all databases; hard copy, microfiche, or limited documents from the TR and NA databases.

Cancel - This function is used to cancel bibliography and/or document orders entered on the same day.

Transfer - This function is used to build a temporary user file of selected accession numbers, all search results, all qualified results, or selected qualified results.

Qualify - This function is used to refine the search results or the user file contents by searching for data in specified fields of the last search. This function is also used to do free text searching of the narrative fields using words or phrases. Consult the TR and WUIS field identification codes for fields that may be qualified.

Qualification Comparison Symbols	Boolean Operators
EQ (equals)	AND
NE (not equal to)	OR
LE (less than or equal to)	NOT
LT (less than)	
GE (greater than or equal to)	
GT (greater than)	

TR Examples

@qsr@		@qsrtab@
33 eq 1	or	laser rangefinder
end		end

Retrieval Commands

Functions	*Commands*
Comments	@COMMNT@
Search	
Search Current File	@SCF@
Search New Accessions	@SNA@
Search Technical Report Database	@STR@
Search Work Unit Database	@SWU@
Search CF with Previous Strategy	@SCFWPS@
Search TR with Previous Strategy	@STRWPS@
Search WU with Previous Strategy	@SWUWPS@
Recall	
Recall Qualification Question	@RQQ@
Recall Qualification Statistics	@RQS@
Recall Search Question	@RSQ@
Recall Search Statistics	@RSS@
List	
List Qualified Results##	@LQR@
List Search Results	@LSR@
List User File##	@LUF@
Display	
Display Available Files	@DAF@
Display Export Control ITAR Statement	@DITAR@
Display Information Log	@DIL@
Display Inverted File	@DIF@
Display Order Log	@DOL@
Display Qualified Results##	@DQR@
Display Search Results	@DSR@
Display Single Known Current Technical Report Number	@DCF@
Display Single Known Technical Report Number	@DTR@
Display Single Known Work Unit Number	@DWU@
Display User File##	@DUF@

Not available in the Current File of the TR database.

Functions	*Commands*

Sort

Sort Qualified Results##	@SOQR@
Sort Search Results	@SOSR@
Sort User File##	@SOUF@

Order

Order Additional Limited Document	@ADD55@
Order Limited Document	@FORM55@
Order Original Search	@OOS@
Order Qualified Results	@OQR@
Order Search Results	@OSR@
Order User File	@OUF@

Cancel

Cancel Bibliography/Document Order	@CO@

Transfer

Transfer Accession(s)	@TA@
Transfer All Qualified Results	@TAQR@
Transfer All Search Results	@TASR@
Transfer Range from Qualified Results	@TRQR@
Transfer Range from Search Results	@TRSR@

Qualify

Qualify Search Results	@QSR@
Qualify User File	@QUF@
Free Text Qualification of Abstracts in Search Results	@QSRAB@
Free Text Qualification of Titles in Search Results	@QSRTI@
Free Text Qualification of Titles and Abstracts in Search Results	@QSRTAB@
Free Text Qualification of Abstracts in User File	@QUFAB@
Free Text Qualification of Titles in User File	@QUFTI@
Free Text Qualification of Titles and Abstracts in User File	@QUFTAB@

Not available in the Current File of the TR database.

Functions	*Commands*
Store	
Store Search	@SS@
Delete Stored Search	@DELSS@
Display Stored Search	@DSS@
Execute Stored Search	@XSS@
List Stored Searches	@LSS@
Subcommands	
Browse Backward *(Inverted File only)*	B
Continuous Display	C
Item-By-Item Display	Y
No Response	N
Page Forward	P
Terminator	END
Yes Response	Y

Technical Report File Field Identification Codes

Element Name	Role Code	Qualify	Display	Sort
AUTHORS				
Corporate - Source Code (6 n)	02		35	35
Corporate - Name of Source			5	5
Personal (i.e., DOE JJ)	11		10	10
CONTRACT/GRANT Information				
Number (Max 35 a/n packed)	16		15	15
DATES				
Period Covered			9	9
Report Date (YYMMDD)	24	11	11	11
DISTRIBUTION LIMITATION				
Alpha Statements			22	22
Code (1/2 n)		33	33	33
DOCUMENT (Physical Characteristics)				
IAC Document Type	45		43	43
Pagination			12	12
Media Cost			12	12
LOCATION				
Document			36	36
Geopolitical Code	30		40	40
NOTES				
Descriptive Note			9	9
Supplementary Note			21	21
NUMBERS				
DTIC Assigned Accession (8/9 a/n)			1	1
IAC Assigned Accession (Max 12 a/n)	04		42	42
Project Number (Max 35 a/n packed)	21		16	16
Source Series (F, S, A, 1, 2, etc.)	52		34	34
Task Area Number (Max 35 a/n packed)	20		17	17
ORGANIZATION/AGENCY				
Monitor Acronym	03		18	18
Source Code (6 n)	02		35	35
Source Name/Corporate Author			5	5
Type Code		41	41	41
REPORT NUMBER	51		14	14
Monitor Acronym (Max 20 a/n packed)	03		18	18
Monitor Series (Max 35 a/n packed)	53		19	19

Technical Report File Field Identification Codes

Element Name	Role Code	Qualify	Display	Sort
SBI Site Holding Symbol	59		48	
SECURITY				
Abstract Classification			28	28
Descriptor Classification			24	24
Entry/Citation Classification (S, C, R)	57		3	3
Identifier Classification			26	26
Report Classification (S, C, R)	58		20	20
Authority for Change			49	
Classification Authority			37	37
Declassification Date			38	38
Downgrading Date			39	39
Reclassification Code			32	32
Special Indicator			31	31
Title Classification			8	8
SUBJECT TERMS				
Abstract			27	27
Annotation			30	30
Descriptors/Posting Terms	00		23	23
Fields and Groups	54		2	2
Identifiers	00		25	25
IAC SUBJECT TERMS				
All IACs	IACS=			
CBIAC	39 D--		44	44
CPIA	42 A--		44	44
CSERIAC	37 E--		44	44
GACIAC	44 G--		44	44
HTMIAC	38 H--		44	44
IRIA	36 I--		44	44
MIAC	48 M--		44	44
MMCIAC	43 C--		44	44
MTIAC	40 T--		44	44
NTIAC	47 N--		44	44
PLASTEC	46 P--		44	44
SURVIAC	41 S--		44	44
TWISTIAC (not yet assigned)			44	44

Technical Report File Field Identification Codes

Element Name	Role Code	Qualify	Display	Sort
TITLE				
Unclassified			6	6
Classified			7	7
First Five Words	56			
Key Algorithm (1, 4, 3, 2, 2)	55			
Free Text	60			

Current File Field Identification Codes

Element Name	Role Code	Qualify	Display	Sort
AUTHORS				
Corporate - Source Code	02		35	35
Corporate - Name of Source			5	5
Personal (i.e., Doe JJ)	11		10	10
CONTRACT/GRANT INFORMATION				
Number (Max 35 a/n packed)	16		15	15
DATES				
Report Date (YYMMDD)	24		11	11
DISTRIBUTION LIMITATION				
Alpha Statements			22	22
Code (1/2 n)			33	33
DOCUMENT (Physical Characteristics)				
Pagination			12	12
Media Cost			12	12
NOTES				
Descriptive Note			9	9
Supplementary Note			21	21
NUMBERS				
DTIC Assigned Accession (8/9 a/n)			1	1
ORGANIZATION/AGENCY				
Monitor Acronym (Max 20 a/n packed)	03		18	18
Originating Agency				
Source Code (6 n)	02		35	35
Source Name/Corporate Author			5	5
REPORT NUMBER (Max 35 a/n packed)	51		14	14
Monitor Acronym (Max 20 a/n packed)	03		18	18
Monitor Series (Max 35 a/n packed)	53		19	19
Source Series (F, S, A, 1, 2, etc.)	52		34	34
SECURITY				
Report Classification (S, C, R)	58		20	20
TITLE				
Unclassified			6	6
First Five Words	56			
Key Algorithm (1, 4, 3, 2, 2)	55			
Free Text	60			

Work Unit Summaries Field Identification Codes

(Sorted by Mnemonics)

Element Name	Mnemonic	Search	Display	Qualify	Sort
Agency Accession Number	AN	N	Y	N	Y
Agency Accession Number - Sequence Number	AN	N	Y	N	Y
Activity Code	ANA	Y	Y	Y	Y
Agency Accession Number - Agency Digraph	AND	Y	N	N	N
Approach Classification Code	APC	N	Y	N	N
Approach	APP	Y	Y	Y	N
Performing Org. Principal Investigator Name	AU	Y	Y	N	Y
Contract/Grant Effective Date	CED	Y	Y	Y	Y
Contract/Grant Expiration Date	CEX	Y	Y	Y	Y
Contract/Grant Face Value	CFV	N	Y	Y	N
Classification Authority	CLA	N	Y	N	N
Contract/Grant/Transfer Number	CT	Y	Y	N	Y
Distribution Code	DC	Y	Y	Y	Y
Descriptors - Item	DE	Y	Y	N	N
Descriptors Class. Code Overall	DEC	Y	Y	Y	N
Distribution Reason	DR	Y	Y	Y	Y
Domestic Technology Transfer (Civ. Applicability)	DTT	Y	Y	N	Y
Effort Security Classification Add. Notice	ECA	Y	Y	Y	Y
Effort Security Classification Code	ECC	Y	Y	Y	Y
End Date	EDT	Y	Y	Y	Y
Entity Code (Data not yet available)	ENT	Y	Y	Y	Y
Function Code, FC1, FC2, FC3	FC	Y	Y	N	N
Funding Data - Primary Dollar Amount	FD1	N	Y	Y	N
Funding Data - First Contributing Dollar Amount	FDA	N	Y	Y	N
Funding Data - Second Contributing Dollar Amount	FDA	N	Y	Y	N
First Contributing Funding Data - Work Years	FDW	N	Y	Y	N
Second Contributing Funding Data - Work Years	FDW	N	Y	Y	N
First Contributing Data - FY of Funding	FFY	Y	Y	N	N
Second Contributing Data - FY of Funding	FFY	Y	Y	N	Y
DoD Subject Categories, FG1, FG2, FG3	FG	Y	Y	Y	Y
International Sources Considered	FIC	N	Y	Y	Y
Funding Rollup Indicator	FRI	Y	Y	N	N
Primary Funding Data - Work Years	FW1	N	Y	Y	N
Primary Funding Data - Fiscal Year of Funding	FY1	Y	Y	N	N
Performing Org. Location - Geopolitical Code	GC	Y	Y	Y	Y
Keywords (Unclassified)	KW	Y	Y	N	N

Work Unit Summaries Field Identification Codes

Element Name	Mnemonic	Search	Display	Qualify	Sort
Linking Accession Number	LAN	Y	Y	N	N
Local Control (Work Unit) Number	LCN	Y	Y	Y	Y
Mission Area Code, MC1, MC2, MC3	MC	Y	Y	N	N
Narrative (Title, Approach, Objective, and Progress)	NAR	Y	Y	N	N
Objective	OBJ	Y	Y	Y	N
Objective Classification Code	OCC	N	Y	N	N
Performing Org. - Type Code	OT	Y	Y	N	Y
Performing Org. Assoc. Invest. Name	P2N	Y	Y	N	N
Performing Activity	PA	N	Y	N	N
Product AD Number	PAN	Y	Y	N	N
Product Title Classification Code	PCC	N	Y	Y	N
Processing Date	PD	Y	Y	Y	Y
Product Set Number	PDN	N	Y	N	N
Funding Data - First Contributing PE No.	PE1	Y	Y	Y	Y
Funding Data - Second Contributing PE No.	PE2	Y	Y	N	N
Primary Funding Data - Primary PE Number	PEP	Y	Y	Y	Y
Progress - Class. Code of Entry	PGC	N	Y	Y	N
Product Indicator	PI	Y	Y	N	N
Performing Org. Prin. Invest. DSN Number	PIA	N	Y	N	N
Product ID/Report Number	PIN	Y	Y	N	N
Performing Org. Prin. Invest. Office Symbol/Code	PIO	Y	Y	N	Y
Performing Org. Prin. Invest. Commercial Phone No.	PIP	N	Y	N	N
Product Title	PIT	Y	Y	N	N
Funding Data - First Contributing Project No.	PJ1	Y	Y	N	N
Funding Data - Second Contributing Project Number	PJ2	Y	Y	N	N
Funding Data - Primary Project No.	PJP	Y	Y	N	Y
Performing Org. Location	PL	N	Y	N	N
Performing Org. Location - City	PLC	Y	Y	N	N
Performing Org. Location - Zip Code	PLZ	Y	Y	N	N
Performance Method	PM	Y	Y	Y	Y
Performing Org. Activity Name	POA	N	Y	N	Y
Perf. Org. Specific Component Name or Office Symbol	POC	N	Y	Y	Y
Date of Preceding Summary	PRD	Y	Y	Y	Y
Progress (May Be Classified)	PRG	Y	Y	Y	N
Primary Project Serial Number	PSN	Y	Y	N	Y
Responsible Activity	RA	N	Y	N	N

Work Unit Summaries Field Identification Codes

Element Name	Mnemonic	Search	Display	Qualify	Sort
Responsible Org. Activity Name	RAN	N	Y	N	Y
Record Security Classification Add. Notice	RCA	Y	Y	Y	Y
Record Security Classification Code	RCC	Y	Y	Y	Y
Receipt Date	RCD	Y	Y	N	Y
Responsible Org. Specific Component Name	RCN	N	Y	Y	Y
Date of Summary	RD	Y	Y	Y	Y
Regrading Event	RE	Y	Y	N	Y
Regrading Code	RGC	Y	Y	N	Y
Regrading Date	RGD	Y	Y	N	Y
Responsible Org. Resp. Indv. DSN Number	RIA	N	Y	N	N
Responsible Org. Resp. Individual Name	RIN	Y	Y	N	Y
Responsible Org. Resp. Indv. Office Symbol & Code	RIO	Y	Y	N	Y
Responsible Org. Resp. Commercial Phone Number	RIP	N	Y	N	N
Responsible Org. Location	RL	N	Y	N	N
Responsible Org. Location - City	RLC	Y	Y	N	N
Responsible Org. Location - Geopolitical Code	RLG	Y	Y	Y	Y
Responsible Org. Location - State/Country	RLS	Y	Y	N	Y
Responsible Org. Location - Zip Code	RLZ	Y	Y	N	N
Responsible Org. Source Code	RSC	Y	Y	N	Y
Studies and Analysis Categories	SAC	Y	Y	N	Y
Performing Org. Source Code	SC	Y	Y	N	Y
Performing Org. Location - State/Country	SCC	Y	Y	N	Y
Search Data	SCH	Y	Y	N	Y
Start Date of Effort	SDT	Y	Y	Y	Y
Status of Effort	SE	Y	Y	Y	Y
Performance Type	SI	Y	Y	N	Y
Subordinate Record Indicator	SRI	Y	Y	N	Y
Special Study Subjects	SSS	Y	Y	N	Y
Subject Terms (Descriptors, Keywords, Title, and Identifiers)	SUB	Y	N	N	N
Taxonomy Code, MC, FC, TE	TAC	N	Y	N	N
Technology Code, TE1, TE2, TE3	TE	Y	Y	N	N
Thrust Indicator, TH1	THR	Y	Y	N	N
Title (Unclassified) TI5, TIA	TI	Y	Y	N	Y
Funding Data - First Contributing Task No.	TN1	Y	Y	N	N
Funding Data - Second Contributing Task Number	TN2	Y	Y	N	N
Funding Data - Primary Task No.	TNP	Y	Y	N	Y

Work Unit Summaries Field Identification Codes

Element Name	Mnemonic	Search	Display	Qualify	Sort
Contract/Grant Cumulative to Date Total	TOT	N	Y	Y	N
Transaction Type	TT	Y	Y	N	N

Notes

Notes